

Applicant Submission

ORI: A0041
Code assigned by DOJ

Type of Application: TALENT AGENT

Job Title or Type of License, Certification or Permit: LICENSE

Agency Address Set Contributing Agency:

DIVISION OF LABOR STANDARDS ENFORCEMENT

Agency authorized to receive criminal history information

P.O. Box 420603

Street no. Street or PO Box

Contact Name (Mandatory for all school submissions)

San Francisco, CA 94142
City State Zip Code

(415) 703-4854
Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

Alias: _____
Last First

Driver's License No.: _____

Date of Birth: _____ Sex: ☐ Male ☐ Female

Misc. No. BIL - 100105
Agency Billing Number

Height: _____ Weight: _____

Misc. Number: _____

Eye Color: _____ Hair Color: _____

Home Address:

Place of Birth: _____

Street No. Street or PO Box

City, State and Zip Code

Social Security Number: _____

Your Number: _____
OCA No. (Agency Identifying No.)

Level of Service: ☒ DOJ ☐ FBI

If resubmission, list Original ATI
Number: _____

Employer: (Additional response for agencies specified by statute)

Employer name

Street No. Street or PO Box

City State Zip Code

Mail Code (five digit code assigned by DOJ)
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Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____
Name of Operator Date

Transmitting Agency ATI No. Amount Collected/Billed

Request for Live Scan Service Instructions for Applicants

Provided by State of California, Office of the Attorney General
(<http://ag.ca.gov/fingerprints/applicants.php>)

The California Department of Justice (DOJ) provides an automated service for criminal history background checks that may be required as a condition of employment, licensing, certification, foreign adoptions or VISA/Immigration purposes. Eighty percent of the electronically submitted fingerprint checks are completed within three business days.

Here is basic information for individuals needing to submit fingerprints to the DOJ for background checks.

Step One (1) – Get the form (BCII 8016 (3/07))

If you are applying for employment, license, certificate or permit with an applicant agency requiring a background check, you must get the instructions and the forms required for fingerprinting services from that agency. The agency will complete its information to ensure accuracy. You will need to add your personal information to the form before getting fingerprinted.

Step Two (2) – Get fingerprinted

Once you have obtained the necessary forms from the applicant agency, go to a local Live Scan site to be fingerprinted. To find the site nearest to you and a listing of fees, see Applicant Live Scan Sites (<http://ag.ca.gov/fingerprints/publications/contact.php>)

Please note: You must present valid photo identification when being fingerprinted. Expired identification information will not be accepted.

A **fingerprint-rolling fee** may be collected when you get your fingerprints taken. Since this fee varies widely among locations, you will want to review the cost before going to a fingerprinting site. Be sure to check for any restrictions on method of payment, such as cash or money order only. The List of Applicant Live Scan Sites provides information by location on fees, hours of operation and if an appointment is needed.

Step Three (3) – Wait for the results

Once the submission is received and processed, the DOJ will respond to the applicant agency either electronically or via U.S. mail.

Delays

While most of the time results are returned to the applicant agency within three days, delays can occur. Applicants should check, for the first seven days, with the applicant agency that requested the background review since the DOJ sends results directly to the applicant agency. Delays can be caused by poor fingerprint quality, the existence of **any** criminal information in the applicant's record, birthdates before 1920, and incorrect data submitted on the electronic transaction. You can help prevent delays by making sure the Live Scan operator has entered ALL the information on your Live Scan form and entered it CORRECTLY.

**24-hour Automated Telephone Service Available:
916-227-4557.**

If a requesting agency does not have results within seven days and digital Live Scan fingerprints were submitted, you can use the automated telephone system to check on your submission. You will need the following information: (1) your date of birth; and (2) the 10-digit Automated Transaction Identifier (ATI) number that appears at the bottom of the Department of Justice form requesting Live Scan fingerprint background checks. The ATI number always appears in the following sequence: 1 LETTER; 3 NUMBERS; 3 LETTERS and 3 NUMBERS.